



**REQUEST FOR PROPOSAL  
For**

**Construction Management Services**

Issued By;  
**William C. Abney Academy**  
1435 Fulton Street, SE  
Grand Rapids, MI 49503

**A. STATEMENT OF NEED / BACKGROUND**

Qualified firms are invited to submit proposals to William C. Abney Academy (the "Academy") for Construction Management Services facility improvements involving renovation of its sole elementary school building that includes, but is not limited to, transforming underutilized space into usable spaces, updating office spaces, and HVAC renovation. The scope of such project shall be determined with greater specificity at a later date. Construction Management Services may include: (1) Pre-Election Phase Services, (2) Design Phase Services, (3) Construction Phase Services, (4) Post-Construction Phase Services, and (5) other potential components to be determined (collectively the "Project"). The successful firm is also expected to provide the Academy assistance in developing the full scope of the Academy's construction program and Project.

The Academy expects that it will use a Construction Manager for this Project. The Academy reserves the right however, to modify the form of delivery method prior to the execution of an agreement between the selected architect and the Academy based on the proposals submitted. The form of agreement between the selected bidder and the Academy will be as set forth in a formal agreement. For the purpose of this RFP, the terms "proposal" and "bid" shall be treated as one and the same. The Academy reserves the right to reject any or all proposals and to make any award that it considers to be in the best interest of the Academy.

**B. TIMELINE**

It is the intent of William C. Abney Academy to select a Construction Manager according to the following schedule. Please note, due to social distancing, no pre-bid meeting will be held.

<b>Date / Time</b>	<b>Task</b>
February 25, 2022	Release date of RFP
March 9, 2022 @ 4:00 pm	Optional building tour
March 14, 2022 @ 2:00pm	Deadline for receipt of bidder questions
March 18, 2022	Responses to bidder questions
March 25, 2022 @ 2:00pm	Proposals due at William C. Abney Academy
April 11, 2022	Board of Education selects a Construction Manager and authorizes the School Leader to finalize a contract.
April 15, 2022	Construction Manager begins work.

*The dates set forth above are for informational purposes only and William C. Abney Academy reserves the right to change dates.*

**C. BIDDER QUALIFICATIONS**

To be considered for award of this RFP, the proposing individual or company must meet the following minimum qualifications:

- Have experience overseeing building construction including design and construction.
- Are not debarred from doing business with the Federal Government

**D. CLOSING AND SUBMISSION DATE**

Electronic or hardcopy proposals must be received by the Academy no later than 2:00 pm EST on March 25, 2022. Late proposals will not be considered. Electronic proposals must be submitted in PDF or MS Office file formats.

Send electronic proposal to: [lmiller@thewcaa.org](mailto:lmiller@thewcaa.org)

Subject line should be marked: PROPOSAL FOR  
CONSTRUCTION MANAGEMENT SERVICES

Mail hardcopy proposals to: Laura Miller  
William C. Abney Academy  
1435 Fulton Street, SE  
Grand Rapids, MI 49503

If you are sending a hard copy version, please include an electronic version scanned onto a thumb drive or something similar for electronic archival purposes. This should include all attachments/submitted items.

Please mark the lower left corner of submittal envelope:  
PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES.

*Note: It is your responsibility to assure that your bid/questions have arrived. Please confirm receipt of electronic proposals and questions by contacting Laura Miller at 616.552.7031*

**E. INQUIRIES**

If you have specific questions regarding the services requested in this RFP, submit them via email to Laura Miller at [lmiller@thewcaa.org](mailto:lmiller@thewcaa.org) no later than 12:00 pm NOON EST March 14, 2022. **Verbal Q&A will not be permitted.** To ensure equitable dissemination of information, responses to e-mailed questions will be forwarded to all proposal offerors who identify themselves as interested bidders.

**F. WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by written notice received at any time prior to the submission deadline. Proposals may be withdrawn in person, provided that the firm's representative signs a receipt for the proposal prior to the submission deadline.

**G. COST OF PROPOSAL PREPARATION**

All costs incurred in the preparation of a response to this RFP will be at the responsibility of the offeror and will not be reimbursed by the Academy.

**H. RIGHT TO REJECT**

The Academy reserves the right to reject any and all proposals, in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal in whole or in part that is deemed most favorable to the Academy.

**I. PRIME RESPONSIBILITIES**

The firm selected will assume responsibility for all services offered in the proposal, regardless of who actually provides such services and whether the selected firm utilizes separate consultants. The selected firm shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The firm shall provide at least all services traditionally provided by a construction manager-adviser on school construction projects in Michigan, including supervision under 1937 PA 306, as amended, and compliance with other applicable laws. In the event of a joint proposal, such firm shall be jointly and severally responsible for all services offered in the proposal, regardless of who produces them.

**J. ACCEPTANCE OF PROPOSAL CONTENTS**

The contents of the proposal of the selected firm will become contractual obligations when a contract is issued, except with regard to particular contents that are rejected by the Academy. Failure of the successful firm to abide by such obligations without the express consent of the Academy's Board of Education will result in cancellation of the award.

**K. COLLUSIVE BIDDING AND RELATIONSHIP DISCLOSURE**

The Proposer certifies that its proposal is made without any previous understanding, agreement or connection with any person, firm, or company making a proposal for the same project and is in all respects fair and without outside control, collusion, fraud, or other illegal action. The proposer shall submit a Familial Relationship Disclosure in substantially the form attached hereto as Attachment "B". The Proposer shall submit an Iran Economic Sanctions Act Certification in substantially the form attached hereto as Attachment "C".

**L. SCOPE OF SERVICES**

It is assumed that any proposal submitted will include, but shall not necessarily be limited to, the performance of all of the activities and services identified in this section and as set forth in the form of Agreement attached as Attachment "A". The Academy will consider alternate proposals; however, the proposals must clearly indicate any activities that have been deleted and/or added from the requested scope of services.

Programming Phase

- Assist in developing a construction project and project scopes and establishing an estimated cost of each desired improvement.
- Attend meetings and make presentations concerning the proposed project.
- Assist the Academy in the development of its construction program and project scope.

Design Phase Services

- Consult with the Academy and its Architect to provide value engineering and construction advice regarding materials, methods, systems, and other conditions as they affect the project(s).
- Review design drawings and documents, prepare a budget of estimated construction costs and continuously update the budget.
- Conduct and/or coordinate all testing and/or surveys required for the project(s).
- Prepare a construction schedule including recommendations for appropriate bidding categories and phases, as well as contract coordination and sequencing.
- Prepare an occupancy schedule to be implemented upon completion of construction.
- Prepare a projected cash flow schedule for all aspects of the project.

Bidding Phase Services

- Locate, screen, and recommend bidders for Academy approval.
- Develop proposal forms and write work scope descriptions for each separate bidding category.
- Distribute construction documents to bidders.
- Conduct pre-bid conferences with all contractors for each division of work.
- Assist in evaluating proposals.
- Conduct post-bid interviews with apparent low bidders.
- Make award recommendations to the Academy.
- Prepare all trade contracts and associated documents, taking into account project specific issues including but not limited to dispute resolution and insurance matters.
- Provide a copy of insurance certificate for the umbrella liability insurance coverage required by the project.
- Receive and review construction bonds: performance and payment.
- Secure building permits and other governmental agency approvals and advise the Academy of the same.

Construction Phase Services

- Continually update detailed construction and occupancy schedules.

- Provide full-time, on-site staff to plan, manage, and coordinate trade contractors' activities, including, but not limited to, as is necessary to supervise construction under 1937 PA 306.
- Coordinate and monitor safety programs implemented by contractors.
- Monitor the schedule on a daily basis and take appropriate action with trade contractors that need encouragement and to maintain schedule.
- Conduct progress meetings and provide progress reports including periodic updates, as reasonably directed by the Academy, of any activities which may affect operations.
- Conduct project meetings for planning, coordination, and payment on a monthly basis which include status reports on the project, budget, change orders, and allowances for reimbursable expenses.
- Monitor trade contractor performance and contract compliance.
- Coordinate construction interfaces, methods, techniques and sequences.
- Evaluate change order requests, receive Academy and Architect approvals, and coordinate and monitor implementation of change orders.
- Review shop drawings for compliance with contract documents.
- Expedite the shop drawing review process with the Architect.
- Collect, assemble and provide to the Academy as-built drawings and records, operating the maintenance manuals, warranties, guarantees, and project directories.
- Prepare and administer payment and cost control procedures, including the following: a) Trade contractors' Schedule of Values; b) Trade contractors' Payment Application and Certification; c) Trade contractors' Sworn Statements and Waivers of Lien, if applicable; d) Purchase Order and Disbursement Summaries; e) Change Order Listings; and f) Budget Cost Summary Reports.
- Expedite Academy-ordered materials and loose equipment delivery.
- Administer general condition and construction support activities on behalf of the Academy.
- Coordinate completion of punch lists, final inspections, Academy acceptance and occupancy.

#### Post-Construction Phase Services

- Assist in facilitating/requiring training sessions for appropriate employees regarding the operation and maintenance of technical equipment.
- Provide follow-up and call-back services for the duration of the longest warranty period covered by a contractor on the Project.
- Conduct a post-occupancy walk-through appropriately timed to address project issues prior to expiration of applicable warranties.

#### **M. INSURANCE COVERAGE**

Prior to beginning work, the selected firm will be required to provide a copy of insurance certificates for general and professional liability coverages. Any consultants of the Construction Manager shall provide insurance coverages at least equal to that provided by the Construction Manager, and those consultants shall provide insurance certificates for general and professional liability coverages.

#### **N. PAYMENT OF FEES**

Professional fees and reimbursable expenses shall be itemized on the same invoice so that the Academy issues no more than one monthly check to the construction management firm. The specific days of the month on which invoices are to be received and checks released, as well as the payment schedule, will be determined when the contract is finalized with the selected firm. The Academy will make payments to the Construction Manager as determined during contract negotiations with the selected firm.

**O. REVIEW AND SELECTION PROCESS**

The Academy reserves the right to reject any or all proposals that are determined not to be in the best interests of the Academy. The Academy will not necessarily select the lowest cost proposal.

The Academy may invite firms to participate in interviews with the Board of Education (and/or, if applicable, any Selection Committee) and to answer any questions that may exist about their proposals.

This competitive request will be open to all bidders and complete proposals will be evaluated on merit. Scoring for proposals will be judged against a weighted matrix of four factors:

<b>Criteria</b>	<b>Maximum Points Possible</b>
Relevant Experience	25
Qualifications of Personnel	25
Fee Proposal	30
Adherence to RFP	20
<i>Total Possible Points</i>	<i>100</i>

**P. AWARDING OF THE CONTRACT**

All proposals received shall be subject to evaluation by Academy’s School Leader and the Board of Education for the purpose of recommending a firm or firms with whom a contract will be executed. The Board of Education will authorize the School Leader to finalize contract terms with the selected firm, which terms will be subject to the final approval of the Board of Education.

Notwithstanding anything herein to the contrary, the Academy shall have the ability, in its sole discretion, to negotiate any term of the Contract. The award of a Contract shall be contingent upon the successful negotiation of same. Without limiting the breadth of the foregoing, it is expressly acknowledged and agreed that the Academy has the right to require negotiation of the Construction Manager Agreement utilizing an "at risk" construction manager.

**RFP RESPONSE: COVER PAGE**  
**Construction Management Services**

\_\_\_\_\_  
Business / Company Name

\_\_\_\_\_  
Year Established

\_\_\_\_\_  
Federal ID Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Type of Business     Individual     Partnership     Corporation     Other

\_\_\_\_\_  
Printed Name of Applicant's Signatory Authority

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

**Certification**

**I certify that I have been authorized to submit and sign this proposal on behalf of the submitting organization(s). In addition, I certify that the entire proposal is true and accurate and to the best of my knowledge the projected costs are reasonable and necessary for the proposed Service and do not duplicate other funds already available, or which will be available, to pay the projected costs. I also certify that my organization will implement this project in compliance with the stipulations and guidelines set forth by William C. Abney Academy.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

**SECTION A: BUSINESS OPERATIONS**

1. Number of years firm has provided construction management services? \_\_\_\_\_

2. List principals and officers of the firm:

3. List the number of in-house personnel (exclude external consultants) in your company.

Administrative:	_____	Estimator:	_____
Project Manager:	_____	Cost Control Engineer:	_____
Registered Professional:	_____	On-Site Superintendent:	_____
Accounting/Finance:	_____	Purchasing/Expeditor:	_____
CPM Scheduler:	_____	Value Engineer:	_____
Clerical:	_____	Other:	_____

4. Provide a brief history of your firm’s experience with public school construction.

5. Enclose a copy of the firm’s most recent financial statement.

6. Enclose an organization chart, including resumes of all key personnel your firm will commit to this project(s) if awarded the contract.

7. List professional consultants outside your firm you propose using to provide services not available by your firm.

Firm Name	City/State	Specialty	# of Times Affiliated with Your Firm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. What is your firm’s present workload?

Projects in...	# of Projects	Dollar Value
Pre-Construction Phase:	_____	_____
Construction Phase:	_____	_____

9. Explain your Umbrella Liability Insurance coverage:

Total amount of protection provided: \_\_\_\_\_  
 Coverage categories maintained: \_\_\_\_\_  
 Deductible (if any): \_\_\_\_\_



Insurance company name: \_\_\_\_\_  
Insurance contact name: \_\_\_\_\_  
Insurance phone number: \_\_\_\_\_  
Are costs of this coverage included in your fee proposal? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what is the additional cost? \_\_\_\_\_

10. Have you had mediation, litigation, arbitration, or some other form of claims filed against your company by an **educational** client? If yes, explain the action in detail.
11. Have you had mediation, litigation, arbitration, or some other form of claims settled between your company and an **educational** client? If yes, explain the action in detail.
12. Have you had mediation, litigation, arbitration or some other form of claims filed against or settled with your company by any client **outside of the educational market** or have you filed the same against any other such client? If yes, explain the action in detail.

## **SECTION B: APPROACH TO CONSTRUCTION MANAGEMENT SERVICES**

1. Describe in detail the pre-election services you offer educational clients.
2. Some construction work may occur while school is in session. Describe how your firm will:  
(a) ensure the safety of students, staff, visitors, and contractors; (b) minimize any interruptions to day-to-day Academy operations; and (c) meet scheduled occupancy dates.
3. What are some of the exceptional educational features of school buildings for which your firm has served as CM?
4. Explain your firm's educational technology expertise
5. Please explain your firm's philosophy regarding the use and issuance of change orders. Further, please list the steps in your standard change order procedure, your criteria used to determine whether Additional Service Fees will be charged, and your fee schedule (if any) for change orders.
6. Describe your firm's method of budget/cost control, cost estimation methods, value engineering analysis, quality control, safety coordination and monitoring, and time schedule adherence.
7. Describe how your firm stays up-to-date on educational construction code and regulatory requirements?
8. Describe the bid packaging methods utilized by your firm to permit smaller and local contracting firms to meaningfully participate in the construction bid process.
9. Describe your philosophy regarding the establishment and use of a contingency fund.
10. Identify all categories of anticipated reimbursable expenses and General Conditions items you would expect to charge to the Academy, as well as any multiplier that you would propose applying to such costs.
11. Please identify methods used by your firm to facilitate the punch list and close-out process of the project, including the steps taken to secure full performance of contractors during that process and the way in which your firm determines a project to be fully completed.
12. The Academy desires construction begin spring of 2022 and substantial completion be achieved no later than September 30, 2023. Identify any concerns your firm may have with these general parameters.

**SECTION C: REFERENCES**

**Construction Management on School Building Projects:** Two references for school building projects for which your firm has acted as Construction Manager.

School District:	
Contact Person:	
Email Address:	
Phone Number:	
Project:	

School District:	
Contact Person:	
Email Address:	
Phone Number:	
Project:	

**Architectural Firms:** Recent firms your company has worked with on school building projects.

Firm Name:	
Contact Person:	
Email Address:	
Phone Number:	
Project:	

Firm Name:	
Contact Person:	
Email Address:	
Phone Number:	
Project:	

**HVAC Firms:** Recent firms your company has worked with on school building projects.

Firm Name:	
Contact Person:	
Email Address:	
Phone Number:	
Project:	

Firm Name:	
Contact Person:	
Email Address:	
Phone Number:	
Project:	

**Painting Firms:** Recent firms your company has worked with on school building projects.

Firm Name:	
Contact Person:	

Email Address:	
Phone Number:	
Project:	

Firm Name:	
Contact Person:	
Email Address:	
Phone Number:	
Project:	

**SECTION D: FEE PROPOSAL**

Because this RFP relates to the provision of services on a yet-to-be-determined project scope, the cost proposal shall be stated as a percentage of construction cost (renovation) as set forth below. The total cost is to include professional fees, allowances for reimbursable expenses, the cost of on-site supervisors and other personnel, and allowances for general conditions items. If you believe any other information or clarification may be helpful to the Academy in determining your cost for services (such as, but not limited to, a further breakdown of costs per cost or work category), please include that information in your proposal.

Proposed Total Fee Percentage: \_\_\_\_\_%

**ATTACHMENT A**

**FAMILIAL DISCLOSURE STATEMENT**

Important: This disclosure statement must be included with your bid as required by state law (Public Act 232 of 2004).

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of William C. Abney Academy Board of Education or School Leader. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Construction Management Services Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder(s) and any member of the Board of Education of William C. Abney Academy.

List any Familial Relationships

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STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me on this  
\_\_\_ day of \_\_\_\_\_, 2022, by

Notary Public \_\_\_\_\_ County,  
Michigan My Commission Expires:

\_\_\_\_\_ Acting in the County of:  
\_\_\_\_\_

**ATTACHMENT B**

**CERTIFICATION OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT**

**Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in William C. Abney Academy's the Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by William C. Abney Academy as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of William C. Abney Academy's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

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Name of Company

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Printed/Type of Authorized Representative

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Title of Authorized Representative

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Signature of Authorized Representative

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Date